

# **SHEPHERD HILL BOOSTER CLUB**

## **Dudley, Massachusetts**

Supporting Academics, Activities, Athletics, Clubs, Music & the Arts

Since 1975

### **CONSTITUTION AND BY – LAWS**

The Shepherd Hill Booster Club as its official Club Constitution and By-Laws recommends the following for adoption.

Immediately upon adoption by the Club, a permanent copy of this Constitution and By-Laws is to be filed by the Secretary in His or Her record book, and with the final approval coming from the Massachusetts Attorney General's Office.

This Constitution and By-Laws, and all amendments thereto, shall be in full force and effect and govern the operation of the Shepherd Hill Booster Club.

Amended:

Tuesday, September 10, 2019

## **ARTICLE 1 – NAME & MISSION STATEMENT**

**SECTION 1 – The name of this organization shall be the Shepherd Hill Regional High School Booster Club (hereinafter referred to as “The Booster Club”).**

Shepherd Hill Regional High School is “Committed to Excellence” and dedicated to developing all students to their full potential. The school, along with parents, community and supporting agencies, provides motivation, quality instruction, guidance, a safe environment and skills for success in today’s ever changing world. By promoting a sense of “Pride and Unity”, strive to enable students to become productive citizens in a free society and to instill in them a desire for lifelong learning.

## **ARTICLE II – PURPOSES AND OBJECTIVES**

- (a) To support student academics, activities, athletics, clubs, music and the arts.
- (b) Raise funds to provide monetary contributions designed to further the experience of the students.
- (c) To aid projects outside of the school budget.
- (d) To maintain a relationship with the Administration at Shepherd Hill as well as all teachers and coaches.
- (e) To support and sponsor those activities and events which stimulate good will and academic success for the students at Shepherd Hill.
- (f) To foster good fellowship among its members through meetings and events.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1 - Eligibility**

The Booster Club is open to all parents, students, faculty and community members. The membership drive will open August of each academic year. Membership is for one year and is valid from August of the new school year to the following August. A membership form shall be inserted in the Shepherd Hill newsletter. Membership forms will be available electronically including online membership, via the Booster Club web page, via the Shepherd Hill Newsletter, at mandatory pre-season athletic assemblies and all other Booster Club sponsored events. The form is to be completed and returned with the appropriate dues to a Booster Club Officer or the Booster Club Mailbox located in the Shepherd Hill Office. In the case of new members signing up at incoming Freshman events, the membership would be honored for the upcoming elections at the June meeting and through the following school year.

### **SECTION 2 – Application**

- (a) An application must be properly completed by the member and returned to The Booster Club.
- (b) All members will be obligated to pay the appropriate dues designated by the officers of The Booster Club.

### **SECTION 3 – Membership Levels**

- (a) Platinum Level - entitles the member to four (4) free home athletic events, three (3) merchandise related items determined by the board and eligibility to apply for the scholarship program in the Junior Booster student’s senior year.
- (b) Ambassador Level – entitles the member to four (4) free home athletic events, two (2) merchandise related items determined by the board and eligibility to apply for the scholarship program in the Junior Booster student’s senior year.

- (c) Patron Level – one (1) merchandise related item determined by the board and eligibility to apply for the scholarship program in the Junior Booster student’s senior year.
- (d) Teacher/Staff Level – eligibility to apply for the scholarship program in the Junior Booster student’s senior year.
- (e) Student Level - No Charge and eligibility to apply for the scholarship program in their Senior Year.
- (f) Alumni - entitles member to 1 merchandise related item determined by the board.

**ARTICLE IV – JUNIOR BOOSTER CLUB**

The Junior Booster Club is intended to be an extension of the Booster Club. The Junior Club will fall under the same jurisdiction as the Booster Club. The members will be students of Shepherd Hill. Each class may have one member as its class Representative. The Class Representative will be the liaison between the Booster Club and the Junior Club. Each member will be responsible to volunteer three (3) times per year at a Booster Club or Junior Booster Club sponsored function. No Dues are required of Junior Booster Club members. Meetings may be held throughout the school year in conjunction with Booster Club meetings or at alternate times deemed appropriate for Junior Booster Club members.

**ARTICLE V – OFFICERS**

**SECTION 1 – Officers**

The officers of The Booster Club shall be as follows:

- President
- Vice President
- Secretary
- Treasurer

These are one-year terms and must be voted on each year.

- (a) No person shall be eligible to hold office in this club unless he or she is an active member in good standing, with a child attending the school.
- (b) If any officer is suspended from the Booster Club, he or she must immediately vacate that position. Suspension will occur by 2/3 majority vote of present and voting members.
- (c) Resignation – if one occurs, the vacant position shall be filled by approved general election process.

**SECTION 2 – Nominations and Elections**

- (a) Elections will be held at the June meeting. Nominations of officers will be made from the floor, seconded, and voted upon by the membership present and a simple majority vote will win.
- (b) Voting can be by ballot or by a hand vote.
- (c) Newly elected officers will assume the duties upon the next fiscal year.

**ARTICLE VI – DUTIES OF OFFICERS**

**SECTION 1 – President**

It shall be the duty of the President to act as the Chief Executive Officer of this club, and:

- (a) Preside over all meetings of the Officers of the Booster Club and the General Membership meeting and issue the call for any meeting deemed necessary.

- (b) Appoint the Standing and Special Committees of this club.
- (c) Cooperate with Chairman thereof to affect regular functioning and reporting of such committees.
- (d) See that regular elections are duly called, noted and held.
- (e) Be the official spokesperson for the Booster Club and delegate an appropriate substitute.
- (f) Sign all contracts and other official papers.
- (g) Holder of the Booster Club Debit Card and any Booster Club banking institution user ids and passwords.
- (h) With consultation and agreement with the Treasurer, an additional holder of a Booster Club Debit Card may be designated for the sole purpose of managing Concessionary purchases.
- (i) Designate the holder of the keys (President, Vice President, Merchandise Coordinator, Concession Coordinator) at the beginning of the academic year.
- (j) Communicate decisions back to requestor(s) regarding requests for funds.

## **SECTION 2 – Vice President**

If the President is unable to perform the duties of his or her office for any reason, the Vice President shall occupy his or her position and perform his or her duties with the same authority as the President. The Vice President shall, under the direction of the President, oversee the function of such committees of the Booster Club, as the President shall designate.

## **SECTION 3 – Secretary**

The Secretary shall work with the President and other Officers. In fulfillment of this, he or she shall:

- (a) Have custody, keep and maintain general records of the Booster Club, including records of minutes of the Booster Club and Officer meetings, attendance, committee appointments, and elections.
- (b) Notify all members of membership meetings.
- (c) Record all minutes of all meetings.
- (d) Handle all Booster Club correspondence.
- (e) Upon completion of term, shall turn over all Booster Club property, records, and documentation to the incoming Secretary.
- (f) Be responsible for Booster Club news to be published in the SHRHS Newsletter, social media or elsewhere.
- (g) Secure the facilities for the monthly meetings.

## **SECTION 4 – Treasurer**

The Treasurer shall:

- (a) Be custodian of all Booster Club funds, checking, savings accounts and debit card, including on-line banking information, usernames and passwords.
- (b) Pay by check, debit card and/or online transactions the amounts approved by the Officers or the vote of the Booster Club membership.
- (c) With consultation and agreement with the President, an additional holder of a Booster Club Debit Card may be designated for the sole purpose of managing Concessionary purchases.
- (d) Have custody and keep and maintain financial records of Booster Club receipts and disbursements.
- (e) Prepare and submit monthly, quarterly, and annual financial reports to the Officers and to the membership.
- (f) Prepare and submit tax returns to the State and Federal Governments by November 15<sup>th</sup>, as well as a Massachusetts Non-Profit Annual Report.
- (g) Upon completion of term, shall turn over all Booster Club property, records, and documentation of this Club to the incoming Treasurer.

## ARTICLE VII – COMMITTEES

The President may appoint the following Committees:

- (a) Concession committee is responsible for concession inventory, restocking the concessions, and any other responsibilities that concern the concessions. The individual named as the Concession Chair may be designated as a holder of a Booster Club Debit Card for the purpose of Concessionary purchases only and will be required to provide proof of all purchases made within 5 days of the purchase made.
- (b) Merchandise committee is responsible for merchandise inventory, restocking merchandise, and any other responsibilities that concern merchandise.
- (c) Scholarship committee is responsible for collecting scholarship applications, reviewing them for accuracy, and presenting them to the Booster Club for scholarship voting. The committee is also responsible to notify applicants that their applications have been received and are under review.
- (d) Membership/Volunteer committee is responsible for keeping membership/volunteer records, managing and communicating our volunteer needs based on scheduled events.

The following committees are dependent upon volunteer participation and interest:

- (e) Program committee is responsible for soliciting ads and overseeing the printing of sports programs.
- (f) Hospitality committee is responsible for providing refreshments at meetings.
- (g) Fundraising committee is responsible for overseeing any fundraising events.
- (h) Senior Recognition committee is responsible for managing and coordinating senior related activities.

## ARTICLE VIII – SCHOOL COUNCIL REPRESENTATIVES

The Booster Club has two (2) seats on the Shepherd Hill School Council. The seats are for two (2) years each and are not coterminous.

### SECTION 1 – Requirements

- (a) The person(s) must be a member(s) of the Booster Club.
- (b) The person(s) must have at least one (1) student attending Shepherd Hill for the full term being served.
- (c) The person(s) are responsible to provide a summary of the School Council meeting to the Booster Club at the next scheduled meeting.
- (d) The person(s) are responsible to share Booster Club inquiries, suggestions and recommendations at the School Council meetings.

### SECTION 2 – Election Process

The open seat shall be filled via an election to be held at the June meeting. There should not be more than one (1) seat vacant at any time. Nominations for a representative shall be made from the floor, seconded, and voted upon by the membership present and a simple majority vote will win. Voting may be done by a simple show of hands or by ballot. The newly elected representative shall attend the school council meetings, beginning in September/October of the next school year.

## **ARTICLE IX- MEETINGS**

The Booster Club meetings will be held, at least once a month (currently the second Tuesday of the month). The meetings will begin at 7:00 pm at Shepherd Hill. Meetings may be cancelled/rescheduled, by the President, due to inclement weather, extenuating circumstances, or conflicting events where the Booster Club is responsible for concession stand or other activities. In cases where school is cancelled on a day of the meeting, the meeting is also cancelled. The President shall prepare an agenda, prior to the meeting.

### **SECTION 1 -Special Meetings/Executive Sessions**

- (a) Special meetings may be called by any of the officer, when deemed necessary, and after contacting all of the officers of the Booster Club.
- (b) Special meetings are public and open to all members.
- (c) Executive session may be called by any of the officers and held outside of a regular monthly scheduled meeting. Any decisions made in executive session must be presented to the Booster Club for voting only, not for discussion.
- (d) All notes from an executive session are to be shared with the officers and considered privileged communication.
- (e) Committee chairs may call special meetings.

## **ARTICLE X – FINANCE & REQUEST FOR FUNDING**

### **SECTION 1 – Membership Dues**

Membership Dues shall be determined per academic year and will be collected from all members of this organization.

### **SECTION 2 – Financial Transactions**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at a local banking institution. All funds are to be deposited within three (3) business days after collection, within reason.

### **SECTION 3 – Committee Spending**

A committee may be afforded a set budget amount for expenditures. If committee expenditures exceed the budgeted amount, a request must be made to the Booster Club for approval to proceed.

### **SECTION 4 – Request Process**

The Booster Club employs a standard policy on all requests. The requestor should complete a request form (obtained from the Booster Club website or the administrative office at Shepherd Hill), obtain signature of department head or athletic director as applicable. Signed/approved forms should be returned to Lynn Spahl in the main office. For requests >\$200, the Principal's signature is also required. Appropriate supporting documentation should be included. The Principal reserves the right to deny a request and is responsible for communicating denials to the requester.

### **SECTION 5 – Approval of Requests**

Requestors are encouraged to attend a monthly Booster Club meeting to present their request and answer any follow up questions. The request will be presented to membership for a vote. Motion to fund a request shall be made from the floor, seconded, and voted upon by the membership present and a simple majority vote will decide. Voting may be done by a show of hands, by ballot or by verbal acknowledgement. The Booster Club can take 1 of 3 actions on a request:

- 1) Motion to fund the request in whole or in part;

- 2) Motion to defer the request pending need for additional information and/or funds;
- 3) Motion to decline the request

If the requestor is present, and the request has been funded in full or part, the Treasurer may cut a check. If the requestor is not present, the Booster Club President will provide a response to the requester in writing and make arrangements to have funds delivered if approved.

## **SECTION 6 – Agreements on Annual Set Funding**

The Booster Club has made several amendments to the recurring annual funding of specific activities:

- (a) The Booster Club will provide a monetary donation to the annual Teacher Breakfast.
- (b) The Booster Club will provide a monetary donation to the NHS for NHS pins in the spring of the school year.
- (c) The Booster Club will fund scholarship awards to graduating Junior Booster Club members at the June commencement. At the May meeting, the amount and number of scholarships will be voted on by the Booster Club membership.
- (d) The Booster Club will only fund t-shirts to undefeated team(s) or a team(s) that achieves a district related championship at a limit of \$8 per shirt.
- (e) The Booster Club will fund any request that is voted upon by the membership.

## **ARTICLE XI – SCHOLARSHIPS**

The Booster Club will annually award up to 10 scholarships to graduating Junior Booster Club seniors. The total monetary amount given is based on the recommendation of the Treasurer. The following specific scholarship criteria must be met:

1. The student and parent/guardian must be active members of the Shepherd Hill Jr. Booster Club/Booster Club for a minimum of 2 school years, including the student's Senior Year.
2. The student and parent/guardian must complete and submit the applicable Shepherd Hill Booster Club Membership application, including parent/guardian dues annually and by December 31st of their senior school year. Active/valid memberships will be verified by the Booster Club Scholarship Committee.
3. The student must be in good standing with the school and the community and will fulfill all graduation requirements prior to Commencement.
4. The student must have maintained a GPA of 2.0 or above.
5. The student must have participated in an extracurricular activity in the school or community.
6. The student and parent/guardian must each have volunteered at a total of 12 total events, with a minimum of 3 events in the student's Senior year. An event = 2 hours. The student and parent/guardian do not need to volunteer for the same events.
7. The student's parent/guardian must attend at least 2 Booster Club meetings per membership year. If unable to do so, the parent/guardian must volunteer at a minimum of 1 extra event per year.

### Additional Scholarship Guidelines

- (a) Booster Club members who are parents of a senior cannot participate in any scholarship voting.
- (b) Scholarship review and voting will remain confidential.
- (c) Recipients of the awards shall remain confidential from the general SH Booster Club population until announced on graduation day.

(d) Scholarship award checks will be distributed on graduation day made payable to the Scholarship recipient and must be cashed within 6 months of receipt.

#### SH Booster Club By-Law Revision History

9/10/2019

- Approved changes to Article VI - Duties of Officers, President- added (h) and Treasurer- added (c)
- Approved changes to Article VII - Committees - updated (a) and (d)
- Approved changes to Article X - Finance & Request for Funding/Section 6 Agreements on Annual Set Funding - revised (d)
- Approved changes to Article XI - Scholarships -updated scholarship criteria to match the forms
- Approved Addition of Page Numbering & Revision History Page

11/13/18

- Approved changes to Article X - Finance & Request for Funding/Section 4 and Section 5
- Approved changes to Article XI - Scholarships

8/8/2017

- Older version by-laws were retyped and modified.

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